Personnel Security

IN/OUT PROCESSING

In-processing

- Complete SF 312
- Complete In-processing sheet
- Create a folder
- Verify clearance with CCF or local PSB
  1(312)923-3346
- Add to SCAR

Out-processing

PCSing

- SF 312
- Orders
- Inactive files for 60 days
- SCAR

Out-processing

ETSing

- SF 312 (Security Debriefing Acknowledgment
- Orders
- Inactive file for 2 years
- SCAR

PERSONNEL SECURITY

AR 380-67

DEFINITIONS

- ENTNAC = ENTRANCE NATIONAL AGENCY CHE
- NAC = PART OF ALL INVESIGATIONS AND REINVESTIGATIONS.
- NACLC = NATIONAL AGENCY CHECK WITH LOC FILE CHECKS AND CREDIT CHECKS.
- NACIC = NATIONAL AGENCY CHECK WITH WRI INQUIRIES AND CREDIT CHECKS.
- SSBI = SINGLE SCOPE BACKGROUND INVESTIGATION.

EPSQ VERSION 2.1.1

- DOWNLOAD SOFTWARE FOR SUBJECT EDITION:

FTP://136.207.211.10

1. SELECT EPSQ
2. SELECT SUBJECT.EXE
3. SELECT “RUN THIS PROGRAM FROM CURRENT LOCATION”
4. SELECT OK
5. SELECT YES ON SECURITY WARNING SCREEN
6. SELECT FINISH
7. SELECT INSTALL
8. SELECT OK TO ACCEPT DEFAULT
9. CONGRATULATIONS YOU HAVE INSTALLED EPSQ

EPSQ continued

CREATING A NEW USER FORM

- TYPE OF FORM: REQUEST FOR SEC CLNC (SF8
- TYPE OF INVESTIGATION
  A. SSBI (FOR TS ONLY)
  B. NAC OR SECRET PR (INITIAL SECRETS OR CONFIDE
  C. PERIODIC REINVESTIGATION (OVERDUE PSI)
  D. SPECIAL IVESTIGATIVE INQUIRY
  E. EXPANDED NATIONAL AGENCY CHECK (ENAC)

EQSQ HELPFUL HINTS

1. <u>APO ADDRESSES</u>
   - ADDRESS LINE 1: ENTER UNIT NAME
   - ADDRESS LINE 2: APO DESIGNATION (e.g. APO – AE for Eur
   - ENTER THE APO ZIP CODE IN ZIP FIELD (09031)
   - COUNTRY NAME
   - STATE NAME IS NOT NECESSARY

2. DO NOT LEAVE ANYTHING BLANK SUCH AS NAMES OR NUM

3. SELECTIVE SERVICE NUMBERS FOR MALES CAN BE FOUNI
   www.SSS.GOV (847) 688-6888

4. PRIOR INVESTIGATIONS AND DATES CAN BE FOUND BY CAL
   DSS OR CCF

EPSQ continued

COMPLETION OF SUBJECT FORM

- VALIDATE USER FORM (THERE MUST BE 0 ERROR

- SAVE THE USER FORM TO DISK AND TRANSMIT TO
  A. GO TO COMMUNICATIONS PULL DOWN WINDOW
  B. TRANSMIT TO SECURITY OFFICER
  C. CREATE FILE NAME (LAST NAME.ZDB)
  D. ENSURE ITS IN A DRIVE
  E. EXPORT TO SO

EPSQ CONTINUED

SECURITY OFFICER INFORMATION

1. RECEIVING USER FORM FROM SUBJECT'S DISK
   A. GO TO COMMUNICATIONS PULL DOWN MENU
   B. SELECT RECEIVE FROM SECURITY OFFICER
   C. SELECT "A" DRIVE AND CLICK ON FILE NAME
   D. ENTER SSN AND PASSWORD
   E. IMPORT USER FORM

2. CREATE SECURITY INFORMATION SHEET (DA 1879)

3. VALIDATE SECURITY INFORMATION

4. CERTIFY USER FORM (UNDER COMMS MENU)

5. TRANSMIT USER FORM TO DIS (UNDER COMMS MENU

REQUEST FOR CLEARANCE

- **Commander, USACCF - DA Authority to Grant Final Security Clearances**

- **Division, Brigade, and Battalion Commanders - Authorized to Submit Requests For Final Security Clearance Determinations (DA Form 5247-R)**

  - **Local Records Checks Personnel, Medical, MP, and Unit Personnel Security Files**

  - **Verify U.S. Citizenship (Birth Certificate, U.S. Passport, DD Form**

REQUEST FOR CLEARANCE

- Establish Log/Suspense File and Submit DA Form 5247-R to USACCF

- Destroy Pertinent Paperwork Upon Receipt of DA Form 873

DA FORM 5247-R

- **Name Change**
- **Conversion**
- **Final Secret Clearance**
- **Correction**
- **Military/Civilian Status Change**
- **Downgrading**

INITIAL INVESTIGATION

- **GO BACK 10 YEARS ON EDUCATION, RESIDENCE, AND EMPLOYMENT.**
- **ALL OTHER INFORMATION, GO BACK 7 YEARS.**

PERIODIC REINVESTIGATION

- **SECRET ACCESS: NACLC OR NACIC AT 10 YEAR MARK, CONFIDENTIAL AT THE 15 YEAR MARK.**
- **TS ACCESS: SSBI PERIODIC REINVESTIGATION (PR) AT 5 YEAR MARK.**
- **GO BACK 5 YEARS OR TO THE LAST INVESTIGATION DATE FOR ALL REQUIRED INFORMATION.**

INTERIM CLEARANCES

- **Division, brigade, and battalion commanders authorized to grant interim secret clearances**

- **Fulfill requirements of paragraph 3-401b(2), AR 380-67**

- **ACofS, G2, authorized to grant interim top secret clearances**
  - **Security managers submit requests for interim top secret to the personnel security branch, G2 SSO, with required documentation outlined in AR 380-67**

- **Original DA Form 873 granting interim clearance is placed in subject's military/civilian personnel file**

- **Copy of DA Form 873 retained in personnel security file**

INTERIM SECRET

1. SUBMIT SF86 TO DSS
2. FAVORABLE REVIEW OF SF86 (NO DEROG INFORMATION)
3. FAVORABLE LOCAL FILES CHECKS
4. COMPLETE DA FORM 873
5. FINGERPRINT INDIVIDUAL

- NOTE 1: FINGERPRINTING AN INDIVIDUAL IS ONLY REQUIRE
  INITIAL INVESTIGATIONS; NOT PR's.
- NOTE 2: INTERIM IS VALID ONLY 180 DAYS.

PERSONNEL SECURITY FILES

- Individual's Name and Any Aliases
- Rank/Grade
- Social Security Number
- Date and Place of Birth
- MOS
- DEROS Date
- Level of Clearance
- Date Clearance Granted
- Type of Investigation
- Date Investigation Completed
- Other Access and Dates Briefed
- Use MARKS 380-67a
- Work Section, Bldg #, Phone #, and Email

PERSONNEL SECURITY FILES

- **Copy of Executed SF 312**
- **Executed AE Form 381-12A (SAEDA)**
- **Executed Initial Security Statement**